



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20350

SECNAVINST 5340.2C
SCOP

18 August 1978

SECNAV INSTRUCTION 5340.2C

From: Secretary of the Navy

Subj: Fund raising and solicitation of personnel, military and civilian, in the Navy Department; responsibility for

Ref: (a) SECNAV Instruction 5400.13 of 24 August 1971
(b) Manual on Fund-Raising within the Federal Service, U.S. Civil Service Commission, April 1977
(c) DOD Directive 5035.1 of 7 April 1978
(d) SECNAV Instruction 5340.1D

1. Purpose. This Instruction assigns responsibilities for the conduct of fund raising and solicitation activities in the Navy Department as defined in reference (a) and including for the purposes of this instruction the Systems Commands, Military Sealift Command, Strategic Systems Project Office and the Naval District Washington.

2. Cancellation. SECNAV Instruction 5340.2B.

3. Background. The current Government-wide policy and procedure for fund raising within the Federal establishment, as enunciated in references (b) and (c), provide for one solicitation period during each year (except for emergency and disaster relief appeals, and the annual Navy Relief Society drive). Reference (d) implements this policy for the Department of the Navy. This consists of a campaign conducted each fall under the title "Combined Federal Campaign" (CFC). The Combined Federal Campaign represents the joint efforts of the United Way, the International Service Agencies and the National Health Agencies. Funds are solicited, strictly voluntarily, over a specified period to meet a dollar goal, utilizing pledges of cash or payroll deductions.

4. Responsibilities. The responsibility for fund raising and solicitation of military and civilian personnel of the Navy Department is as follows:

a. The Chief of Naval Operations as President of the Navy Relief Society shall be responsible for the conduct of that campaign and the designation of its leaders.

b. The Deputy Under Secretary of the Navy is responsible for the coordination and general cognizance of all other fund raising and solicitation activities in the Navy Department. To provide continuing organization and management for fund raising activities in the Navy Department, there shall be a Chairperson, Co-Vice Chairpersons and an Administrator designated as follows:

- (1) Chairperson - The Secretary of the Navy.
- (2) Co-Vice Chairpersons - The Chief of Naval Operations and the Commandant of the Marine Corps.
- (3) Administrator - A designated member of the staff of the Deputy Under Secretary of the Navy.

W. Graham Clayton Jr.

W. GRAHAM CLAYTOR, JR.
Secretary of the Navy

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